

SUNSET HARBOR OWNERS' ASSOCIATION, INC.  
**BOARD OF DIRECTORS MEETING**

Meeting Date: March 25, 2023

Following are the minutes of the Board of Directors Meeting of the Sunset Harbor Owners' Association, 3873 S. Banana River Blvd., Cocoa Beach, Florida. The meeting was held at the Sunset Harbor Clubhouse on March 25, 2023, at 10:00 A.M.

I. Call to Order

President Michael Sadowski called the meeting to order at 10:02 A.M.

II. Roll Call

Michael Sadowski, President  
Thomas Beaulieu, Vice President  
Steve Stephens, Treasurer  
Leonard Smith

8 owners were in attendance

III. Proof of Meeting Notice

Notification of the meeting was posted March 21, 2023, on the Sunset Harbor Bulletin Board by Michael Sadowski in compliance with FS 718.

IV. Approval of Minutes

Motion by Steve Stephens to approve the minutes of December 6, 2022, Board of Directors Meeting as recorded, seconded by Thomas Beaulieu, all in favor, motion carried.

V. Old Business

**Structural Engineer Building inspection – Concrete Repairs:** This item was addressed in the Presidents Report relative to ongoing and pending work.

**Dock Repair:** This item was addressed in the Presidents Report relative to ongoing and pending work.

**Pool and pool Deck Resurfacing:** This item was addressed in the Presidents Report relative to ongoing and pending work.

**Irrigation Enclosure Roof Repair:** This item was addressed in the Presidents Report relative to ongoing and pending work.

Michael Sadowski presented a presidents report regarding ongoing and pending work as indicated above. (See Attached). Motion by Thomas Beaulieu to accept the report as presented and to email a copy of the report to all owners, seconded by Steve Stephens, all in favor, motion carried.

VI. New Business

Board of Directors Appointment of Leonard Smith to open board position: Motion by Steve Stephens to appoint Leonard Smith to the open board position, seconded by Thomas Beaulieu, all in favor, motion carried.

**Approval of Pool Rules:** See below

**Approval of Clubhouse Rules:** See below

Steve Stephens started with an opening statement, Currently the Board of Directors are implementing new and revised rules to enhance owners enjoyment of Sunset Harbor's limited common element amenities, reduce non-owner usage of the amenities offered, maintain the safety of owners and eliminate and/or reduce liability risk.

Steve Stephens then read the proposed rules for the pool and clubhouse and there was a brief discussion regarding the rules and clarification of the intent for proposing new rules. Motion by Steve Stephens to adopt rules with the addition of no parking on grass and return of clubhouse key after use, seconded by Leonard Smith, all in favor, motion carried.

(See Attached). New rules will be distributed to all owners and placed on the Sunset Harbor web site.

## **VII. Board Discussion**

Michael Sadowski asked Leonard Smith if he would head up getting estimates to replace / refurbish the pool furniture. Most of the furniture is showing its age with normal wear and tear since being refurbished about 10 years ago. It makes sense to have this done in conjunction with the pool / deck resurfacing.

Steve Stephens made a special mention regarding our good fortune to have Tom Beaulieu on the board and living in residence as our maintenance person. Tom responds quickly to ongoing issues, takes care of issues with irrigation, clean up, etc. Tom is our go to person to call and coordinates maintenance work around the property. There was a resounding round of applause to signify everyone's agreement and recognition of Tom's hard work to keep Sunset Harbor "Looking Great"!

## **VIII. Adjournment**

Having no further business to come before the board Steve Stephens made a motion to adjourn, seconded by Thomas Beaulieu. Meeting adjourned at 10:58 A.M.

## Presidents Report 2023

This has been an extremely busy year so far! As you are aware we had hurricanes hit in September and October of 2022. It has taken us a while to recover from the hurricanes disruption due to several contributing factors but the biggest issue has been trying to locate tree trimming and landscape contractors to perform annual maintenance around the condominium. With the diligent work of board members we located qualified licensed and insured contractors. We recently completed the mulch and sod of the entire property (\$4,600 maintenance expense). Sodding was completed to enhance our planting beds and to eliminate the ongoing expense of coquina sand replacement along the river which was \$5,500. Power washing of the building and walkways will be completed on 3/28/2023 (\$1,200).

(We have a walkway painting estimate of \$8,335 and this work will be considered for later in the year)

The north, south garage roofs and main building had some warranty maintenance repairs completed. Fascia on the west side of the south garage was replaced / repaired due to some rotten wood and damaged aluminum trim.

In August of last year we were contacted by FPL regarding 6 palm trees planted in their easement area under the utility lines on our east property line by the sidewalk. They wanted to top the trees and leave the remaining part of the palm tree standing. We found that cutting down the remaining trunks and hauling them off would cost approximately \$900. FPL Forestry was contacted and we negotiated the removal and disposal of the trees at no cost to us virtually saving the association about \$1500.

Our Dock was severely damaged by the hurricanes. The board contacted several dock companies regarding estimates for repair of the existing dock. We were advised that the dock was in poor condition and was structurally compromised in three different areas. In addition, the dock framework was rotten and attachment hardware was severely corroded requiring replacement. Three companies advised us that the dock was not repairable and needed to be replaced. We explored possibilities of reducing the size of the dock but found that replacement / modifications of the dock on a Florida Estuary is not a quick and easy process. Further the permit process to explore those options could take up to a year and might end up in denial.

One of the bidding contractors Darryl's Docks contacted us to advise us that they believed we qualified for a state emergency replacement permit due to the dock being damaged by the hurricane, but the window to secure that approval was only available until the end of January 2023. Darryl's Docks was requested to apply for the emergency permit and it was granted for replacement of the existing size and placement. Replacement will comply with current permit requirements. The new dock will be the same size (8' x 130') as the existing dock constructed out of new pilings and 2 x 8 pressure treated lumber. Two seating benches will be constructed in approximately the same location. The dock is required to be five feet above the recorded high water mark so our new dock will sit considerably higher above the water. (You can reference the Marina and Four Seasons Docks as they are newer and constructed to that standard) Removal and construction will most likely not happen until September as the contractor is backlogged with dock replacements. They assured us they would be here as soon as their schedule allowed them to get to us. The cost of the dock replacement is approximately \$46,000, which will come from our reserve funds.

Another project expedited by the hurricane was the replacement of the roof on the sprinkler enclosure out by the pool. It took us a while to find a company to fabricate a custom roof to fit our enclosure. The cost of the roof was \$4,442. Matt is currently working on the installation of the roof. I think you will agree it is a welcome improvement. The cost of the roof will come from our reserve funds.

Pool and pool deck areas are both in dire need of resurfacing. If you notice, the tile around the pool has lost most of its glazed surface and the pool bottom is starting to chip up. We contacted Sutton pool that has serviced us for many years. Based on their advice the board decided to move forward with the resurfacing of the pool and the pool deck. While it will be two different contractors doing the work they work together and will simultaneously perform the resurfacing. Currently we are on the schedule for October 30<sup>th</sup> to begin the work however they did say should they get a cancellation they might be able to do the work sooner. Sutton will drain the pool to resurface it and they estimate the work will take about 6 weeks to complete. The cost of the pool resurfacing is \$16,600 + any additional cost if needed to replace the light fixtures and pool grate, and carries a 10 year material and 5 year labor warranty. Deck resurfacing is \$9,840 and has a 3 year labor and material warranty. Funds for this work will come from our reserves.

In November of 2021 Keystone engineers performed a structural integrity study. It took over a year for us to get the report back and the report indicated that we did not have any structural deficiencies. However we had concrete spalling on a number of balconies. In January of 2023 the board entertained discussions with Keystone regarding repairs. Keystones recommended approach was to perform major restoration of balconies by removing screen enclosures, stripping the decks making concrete repairs and recoating the decks with an epoxy coating. Keystone's budget estimate ranged from \$402,000 to \$770,000 plus extras for unforeseen conditions and the project management cost at 6% of owner approved contracted cost.

The board decided to approach the concrete repairs/ coating immediately to try and mitigate further damage and degradation of the balconies. All concrete repairs identified in the Keystone report and some additional repairs that were not identified were completed at a cost of \$60,410 plus an additional cost for coatings \$5,000 for coatings vs Keystone estimated cost of concrete repairs and coatings at \$114,900 plus balcony replacement of unit 309 at \$152,000.

By taking this approach it will allow time to plan for the next phase of removing and replacing shutters, screen enclosure removal and replacement, replacing old windows and door walls, making necessary concrete edge repairs on the balconies and recoating all balconies. This work will be budgeted and coordinated along with the waterproofing and painting of the entire building and roof replacement. Funding for this phase will be accomplished through the use of reserves, owner out of pocket cost for shutter removal and replacement, and a possible assessment to cover any shortfall.



# OWNER NOTIFICATION

Currently the Board of Directors are implementing new and revised rules to enhance owners enjoyment of Sunset Harbor's limited common element amenities, reduce non-owner usage of the amenities offered, maintain the safety of owners and eliminate and/or reduce liability risk.



# Pool Rules

1. Pool hours are 7:00 a.m. to dusk, no nighttime swimming is allowed.
2. Swim at your own risk, no lifeguards are present at the pool.
3. Swimming load is 10 people in the water.
4. Shower before swimming.
5. Persons under 12 years of age are not permitted to use the swimming pool unless accompanied by an adult at all times.
6. Safety regulations require pool gates must be locked at all times.
7. Close and secure the umbrellas after each use and remove any personal items when you leave.
8. No diving into the pool.
9. No running on pool deck.
10. Excessive noise is not permitted inside the pool area. Be courteous. Audio, music or otherwise, from radios, cellular phones or any other means must be listened to at a level that does not disrupt other pool guests or condo residents. Headphones or ear buds may be needed. There will be no Disc Jockeys (DJs) or any other type of live performances
11. Glass containers are prohibited inside the pool enclosure.
12. Individuals with a disability may be accompanied by a service animal as defined in Chapter 413.08 of Florida State Law, but the service animal is not allowed to enter the pool water. All service animals must exit the pool area when the owner leaves the pool area. All owners must control animal while inside the pool enclosure. ESA animals would also follow the above rules. No other pets allowed in the pool enclosure.
13. No food or beverages are to be consumed while in the water.
14. Pool parties are prohibited. Owners with guests must remain in the pool area along with their guests at all times. The pool is for the exclusive right/use of the owners.
15. No large floats, rafts, tubes, or floating boards are permitted in the pool. Small tube cylinders and small personal flotation is permitted as long as it does not interfere with other swimmers.
16. No smoking or vaping is permitted inside the pool enclosure.
17. No objects are to be tied to the pool safety rail.

## Clubhouse Rules, Regulations & Agreement

The clubhouse is available for private functions with advance reservations, not to exceed sixty (60) days in advance of the event for homeowners of record and their guests. Availability is on a first come first serve basis. To reserve the clubhouse, you may not call or email your request earlier than 7:00 a.m. sixty (60) days in advance.

Homeowner Association meetings, committee meetings, and Board of Directors meetings have preference over reservations.

The person reserving and using the clubhouse must be an owner and be in attendance at all times during the event and be responsible for the actions of their guests.

Consecutive day reservations are not permitted unless otherwise approved by the Board.

Holiday reservations of the clubhouse can be made three (3) months in advance. Reservation approval will be granted on a yearly rotating basis if the clubhouse is requested by more than one owner. (I.E. If an owner requests Easter and Christmas and another owner requests Christmas, the owner that has not reserved the clubhouse during the same calendar year will have priority.)

Political functions or functions involving solicitation, drug and alcohol resale as well as subleasing is strictly prohibited.

Users shall cleanup the clubhouse immediately after the event. Any spill or stain to furniture or carpet must be blotted and cleaned immediately. Any additional cost for extra cleaning, repair, or replacement will be at the expense of the owner reserving the clubhouse. **See attached Clubhouse Event Cleanup Checklist.**

Clubhouse events shall conclude at 10:00 p.m. unless otherwise approved by the Board.

The association shall not be responsible for, or liable for, the actions of any individual while using the clubhouse.

No smoking or vaping is allowed in the clubhouse or bathrooms.

Guests must be supplied a container to discard all smoking materials outside the clubhouse.

The person reserving and using the clubhouse is responsible for all damage repairs to the facility.

Use of the clubhouse does not include use of the swimming pool.

Decorations must be hung or displayed in a way that does not discolor or damage walls, floors, ceilings, windows, or furnishings. (Pins or tape is not allowed.)

Music is restricted to the clubhouse, no outside music. No live bands, disk jockeys, loud amplified music, or other loud noises that would impede the quiet enjoyment of other homeowners in the community are not allowed.

Tents, canopies, or tables are prohibited to be set up outside the clubhouse and no parking on the grass.

Failure to comply with Clubhouse Rules and Clubhouse Event Cleanup Checklist will result in the loss of clubhouse use for one (1) year.

*I acknowledge that I am responsible for the condition of the Clubhouse for the event scheduled:*

Date of Event: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_ Date \_\_\_\_\_



3873 South Banana River Boulevard  
Cocoa Beach, FL 32931

## Clubhouse Event Cleanup Checklist

It is the responsibility of the event host (owner) to ensure the clubhouse is cleaned and in order. Any costs incurred for cleanup will be the responsibility of the event host (owner) and may result in restrictions for future use of the facility. Please be sure the following, and any other disarray, is completed at the conclusion of the event.

- Wipe off, fold and return all tables and chairs to their original position.
- Vacuum, sweep or mop all floors. Any stains must be removed.
- Pick up all trash resulting from the event including the grounds surrounding the clubhouse or parking lot area.
- All trash is to be placed in the provided trashcans.
- Turn the air conditioner to 78 degrees.
- Clean kitchen counter tops, sink and appliances.
- Clean all dishes and empty dishwasher.
- Remove all food, beverages and ice from refrigerator and freezer. Wipe down any spills or crumbs.
- Remove all decorations.
- Remove all items brought to the event to include plates, cups, napkins, silverware, etc.
- Clean restrooms and empty wastebaskets.
- Lock all windows and doors (clubhouse and restrooms).
- Turn off all lights in the clubhouse and restrooms.
- Return clubhouse keys after event to a board member.

The clubhouse shall be cleaned immediately following the event. Failure to complete cleaning of the clubhouse, common areas, or parking lot may result in incurred cleaning fees and may result in restrictions for future use of the clubhouse.